

Placement SAE Weekly Report

Student's Name	Business/Industry	Business/Industry Telephone
Student's Home Address		Home Telephone
Total Hours Worked	Monday _____ Date	through Friday _____ Date

JOBS COMPLETED – Knowledge and skills learned

(Refer to Training Plan – Management Practices – Experiences Gained)

Monday Hours Worked _____	
Tuesday Hours Worked _____	
Wednesday Hours Worked _____	
Thursday Hours Worked _____	
Friday Hours Worked _____	

Placement Evaluation

Student: _____

Placement Site: _____

This evaluation is used to assist in determining the student's grade. Please evaluate the student on the following qualities in relation to the performance of your regular employees who perform the same functions. The forms may be completed while in conference with the instructor. These forms will be utilized on a regular basis during the student's work experience.

1. Was the student punctual and regular in attendance? _____ Yes _____ No
2. Is the student continuing to make progress? _____ Yes _____ No

Check one in each category -

3. Quantity of work:
• Has unusually high efficiency
• Usually does more than expected
• Turns out required amount
• Turns out below required amount
4. Quality of work:
• Consistently does excellent work
• Usually does good work
• Usually does passable work
• Does inferior work
5. Initiative:
• Looks for work to do
• Needs little supervision
• Needs normal supervision
• Needs much supervision
6. Attitude toward work:
• Is enthusiastic and aggressive
• Has above average interest
• Has normal interest level
• Is indifferent
7. Management potential:
• Demonstrates definite promise
• Demonstrates some promise
• Demonstrates little promise
8. Dependability:
• Does what you want when you want it
• Needs little follow-up
• Needs occasional follow-up
• Requires frequent follow-up
9. Adaptability:
• Quickly meets changed conditions
• Adjusts to new conditions given time
• Is a routine worker
• Is unable to adjust to change
10. Ability to follow directions and to accept criticism and guidance:
• Solicits advice and guidance
• Appreciates advice and guidance
• Follows directions and accepts guidance
• Resents directions and guidance
11. Judgment and common sense:
• Has exceptional judgment
• Has above-average judgment
• Usually thinks clearly
• Is unsound and illogical
12. Attitude toward other employees:
• Is outstanding in cooperation and teamwork
• Promotes cooperation
• Cooperates
• Is antagonistic
13. If there was a position available within your company, would you consider hiring this student as a permanent employee?
Yes _____ No _____
14. General rating of student:
_____ Excellent _____ Superior _____ Average
_____ Needs Improvement
_____ Unsatisfactory

COMMENTS:

Supervisor's Signature

Date